

1001

2/29~~20~~20 09-765/432

PAY TO THE ORDER OF FHPC or FHPC Foundation \$ 135.40

One Hundred Thirty-five and 40/100 DOLLARS

MEMO Pledge or Specific Fund Your Signature

⑆ 1 2 3 4 5 6 7 8 9 ⑆ 0 9 8 7 6 5 4 3 2 1 ⑆ 1 0 0 1 ⑆

The Right Way to Write Your Checks

You have been writing checks for decades, but with the advances in technology, banks have become more persnickety about how they are written, specifically the way the amount is formatted. Correct format protects you from insuring that the proper amount is withdrawn from your account. It also helps FHPC process the deposits more accurately.

“Pay To The Order Of” can be as simple as FHPC, or if appropriate, FHPC Foundation as the Foundation is a completely separate bank account. Most importantly, write the dollar amount numerically (for example \$135.40) in the small box on the right as in the red circle. Then on the line below, write out the dollar amount in words to match the numerical dollar amount you wrote in the box. To write a check with cents, be sure to put the cents amount over 100. If the dollar amount is a round number, still include “and 00/100” for additional clarity. Writing the dollar amount in words is important for a bank to process a check as it confirms the correct payment total. Please do not put slashes through any zeroes or add curlicues. Machines reject illegible characters.

In addition, it is most helpful for FHPC when you denote the purpose for the funds in the “Memo” line. Whether it be a pledge or a donation to a specific fund such as Youth Ministry, Sanctuary flowers, blankets or the person’s name for a memorial donation.

Tired of writing checks? Most banks offer automatic payment processing. Through your bank, you can set up payment(s) to FHPC at selected times. See your bank, or FHPC will arrange one-on-one assistance calling Linda Lull at 480-837-1763.